



Missouri State Recycling Program

Office of Administration | General Services | 573-751-3384

Remember These Recycling Tips

FLATTEN YOUR CARDBOARD BEFORE RECYCLING



Rosemary Rowden and Michelle Collier, of the Missouri State Agency for Surplus Property, tear down a box before placing it in the designated collection bin.

In fiscal year 2019, Missouri agencies recycled more than 930,000 pounds of cardboard! State employees are encouraged to always flatten boxes to save space in the recycling container. Recycling collections where material is overflowing in the container results in extra charges to the MSRP. Help increase efficiency and build good practices throughout state government by following these easy tips.

1. Know cardboard recycling rules

OK to Recycle

- Flattened cardboard boxes
- Soda cartons
- Cracker boxes / cereal boxes

Not OK to Recycle

- Food contaminated boxes (e.g. pizza boxes)
- Refrigerated / frozen cartons

2. Flatten the cardboard or paperboard container. Remember: the Earth is not flat, but your cardboard should be.

3. Become familiar with your building's cardboard collection process. Most locations in Jefferson City have large metal recycling dumpsters for cardboard pickup. Some locations in Jefferson City have cardboard balers, which help break down the cardboard even further.

If you are not sure how cardboard is collected in your building, please contact your department's Missouri Interagency Recycling Committee (MIRC) member by visiting the MSRP website.

MARCH 2020

The Missouri State Recycling Program partners with state employees and agencies to facilitate fiscally and environmentally responsible strategies for reuse and recycling of state property.



Upcoming Events

Earth Day / Zero Waste Challenge

April 24, 10 a.m. - 2 p.m.

Who: Open to public

Where: Governor's Garden & Lohman's Landing, Jefferson City

Learn how to be more aware of waste in our daily lives.

RECYCLING NEWS



Tony Pierce, Dept. of Health and Senior Services

Tony Pierce, of the Department of Health and Senior Services (DHSS), embraced an opportunity to assist a Christmas light recycling project this past holiday season.

The collection was directed by Racheal Ajayi, coordinator of DNR's Household Hazardous Waste Program, along with help from Cheyenne Bure (DNR), Mike Haake (DMH), and Van Beydler (DNR). With the participation of several buildings, 420 pounds of Christmas lights were collected.

"I placed collection baskets in the lobbies of DHSS buildings on Wildwood and Knipp Drive as well as the State Public Health Lab," Tony stated. "Our Office of Public Information staff helped develop a message that was shared to the department via our weekly video update and intranet page."

Tony checked on the baskets during breaks and lunches, and as the baskets filled up, he stored them in his office.

"Recycling these lights provides an opportunity to reprocess, collect, and use those valuable metals once again."

MSRP applauds this interagency team effort to make recycling Christmas lights simple and convenient for state employees and helping to keep nearly a quarter-ton of material out of the landfill.

Pounds of Christmas lights recycled

	220
DHSS	52
DNR	22
DMH	65
Lewis & Clark Building	61
Other	

Meet Your MIRC MEMBER

KEVIN BACLESSE

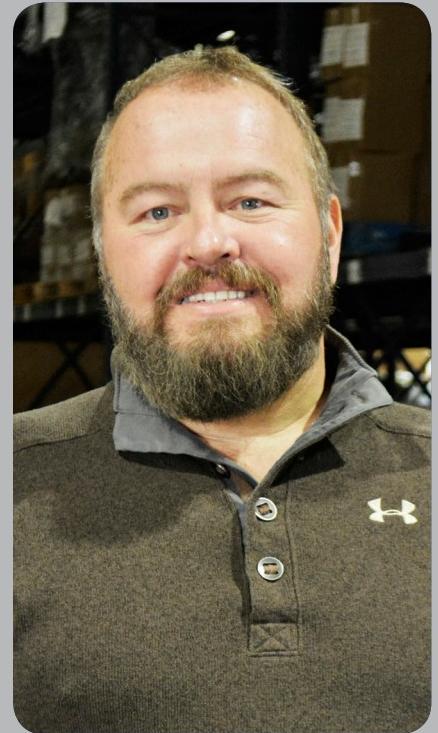
Kevin Baclesse feels that being a MIRC (Missouri Interagency Recycling Committee) member has helped him become more aware of how he approaches recycling, both at work and at his home near Linn. For the past 11 years, Kevin has been involved with the Missouri State Recycling Program (MSRP) by representing the Department of Social Services (DSS) as a MIRC member.

Kevin has been with DSS for 20 years, and currently serves as Facilities Operations Manager at the warehouse at 4720 Scruggs Station Road. His job responsibilities include overseeing records retention and recycling for the department. DSS has more than 6,500 employees that are spread out across Missouri in 202 locations.

The warehouse houses furniture and property seeking a new lease on life, and DSS offers this surplus to other agencies. Sometimes the end-of-the-road for used furniture may not be back to a state office. Kevin is a firm believer in the use of GovDeals.com (for selling of items) or scrap yards for disposal. This assures that the item(s) will be reused instead of filling a waste heap somewhere.

DSS warehouse staff utilize a compactor for cardboard and plastic stretch wrap. They also recycle metal, printer cartridges, electronics, and furniture.

Kevin has become the department's



Kevin Baclesse, Dept. of Social Services

"go to" person for recycling inquiries.

"The MIRC committee has taught me the proper way of recycling; and we have had workshops that are very beneficial," Kevin said. "We have learned what can and cannot be recycled."

If he can re-purpose something he will, which is evident in his old farmhouse that he restored. Keeping with the tradition of the old log home, he exposed the wood and rock, adding character and showcasing the history of the structure.

Send us your state recycling work photos, objects made from recycled products, or anything else recycling-related to recycling@oa.mo.gov.

Visit the [MSRP website](#) for more information.



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Remember These Reuse Tips

Don't pitch it! **MOREuse** it!
Need it? **MOREuse** it!

Find Property
Click here to find properties

Post Property
Click here to post properties

Request Property
Click here to request properties

MOREuse Agency Top Users - Estimated Cost Avoided

June 16, 2020

Top 3 Givers (item donations)
House of Representatives - \$64,021
Office of Administration - \$60,637
Corrections - \$17,973

Top 3 Takers (receiving items)
Corrections - \$192,892
Office of Administration - \$22,800
Health and Senior Services - \$6,693

FY20 Total Cost Avoided

\$242,448

MOREuse

Saving money is more important than ever. Although MOREuse is a web-based application, we believe it is much more. It is a community of almost 500 state team members (MOREusers) who are actively engaged in saving the state of Missouri money through reuse of state property. There is a great deal of satisfaction in finding a home for an item that may have been landfilled and saving your agency money at the same time.

Does your office have paper clips, chairs, or desks that are no longer needed? MOREuse can help find homes for these items and many more.

Is your office looking for 3-ring binders, printer cartridges, or filing cabinets? MOREuse makes it easy to request and find items at no cost.

To register or learn more about MOREuse, visit oa.mo.gov/moreuse

and be sure to check out the short "how to" videos.

MOREuse TIP: Are you receiving too many MOREuse emails? Did you know that you can reduce the volume of emails by selecting specific counties or property categories you want to receive notification emails? You can change this in your profile within the MOREuse application by clicking the "notifications" tab.

MOREuser Feedback: *"MOREuse is a great program! It makes use of things that we already own and don't have to spend tax payers money buying new," ~ Richard Reital, Storekeeper II, Missouri Department of Corrections.*

Note: Remember that once an item is transferred or the requested item is no longer needed, change the "status" of your post. This helps to keep MOREuse clutter free.

JUNE 2020

CALLING ALL RECYCLING CHAMPIONS



We need your help to nominate a recycling champion for your office or agency.

1. Is your nominee the office recycling champion?
2. Do they make sure your office or agency has products made from recycled materials?
3. Have they reduced waste for your agency?
4. Do they promote reuse? Are they an active user of the online application MOREuse?

Visit oa.mo.gov/general-services/missouri-state-recycling-program/recycling-champion-nomination-form by July 18 to nominate a champion.

Past Recycling Champion Agencies Include:

Department of Conservation
Department of Corrections
Department of Mental Health
Department of Natural Resources
Department of Social Services
Department of Transportation
Northwest Missouri State University
Office of Administration
State Highway Patrol

Please visit the [Missouri State Recycling Program website](#) for a complete list of award recipients.

RECYCLING NEWS

ALGOA RECEIVES NEW BALER



ACC's new baler was installed on May 26.

On May 26, a new recycling baler was installed at Algoa Correctional Center (ACC), improving the efficiency of recycling operations.

The Missouri State Recycling Program (MSRP) partnered with the Department of Corrections to apply for a grant from the Mid-MO Solid Waste Management District for ACC.

"The grant provided funds for construction of a concrete pad and shelter for baling equipment. MSRP provided matching funds through the purchase of a baler that will be used to bale cardboard and tin cans. ACC recycles more than 150 tons of material each year, which is enough material to fill seven 53-foot trailers," MSRP Manager Rob Didriksen stated.

Department of Corrections Grants Administrator Jack McCleary noted that ACC recycling operations represented 10 percent of the total DOC output.

"One of our strategic themes is to create safer work environments, and we see this new grant as one opportunity to improve workplace safety in a key area while reducing waste. By creating a safer, more sustainable recycling operation, the Solid Waste District Grant is helping us in our mission of improving lives for safer communities," McCleary stated.



ACC bales of tin containers and cardboard.

Meet Your **MIRC MEMBER** MIKE HAAKE

Lifelong Jefferson City resident Mike Haake spent 31 years with the state before his retirement on May 1. Mike was the Central Office General Manager with the Department of Mental Health (DMH), and during his tenure, he was an advocate for recycling, reducing waste, and reusing items.

Before working for DMH, Mike worked for the Department of Natural Resources. It was there that he began to foster his knowledge of conservation resources. After taking a position at DMH in 2001, he became a Missouri Interagency Recycling Committee (MIRC) member. MIRC provided information and suggestions for making improvements within state government.

"I worked in the DMH Central Office where we focused on recycling mixed office paper, cardboard, rechargeable batteries, printer and toner cartridges, aluminium cans, and plastic bottles. In addition, I assisted our 27 DMH facilities outside of Jefferson City with recycling needs. Within DMH we have made furniture and supplies available to our facilities when we no longer needed them at Central Office, which both saved state expenses and reduced waste," Mike stated.



Mike Haake

Mike was not only a recycling advocate at the workplace, but he continues to make sure his home life is treated the same.

"My wife, Rhonda, and I regularly make donations of our unused household items to local organizations for reuse. In the last couple of years, we also transitioned to reusable grocery bags, helping to eliminate the pile of plastic bags in our pantry. I realize there is too much waste all around us so recycling, reusing, and reducing use can have a major impact on the environment," he stated.

REMEMBER THESE RECYCLING TIPS DON'T THROW IN THE TOWEL

Did you know?

Paper towels, napkins, and tissues should never be placed in a recycling container.

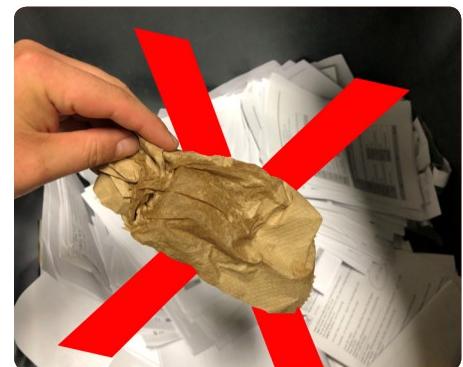
Why?

Paper towels and napkins are often contaminated with food residue (e.g. oil), which contaminates recyclable materials such as paper and cardboard.

What should I do with paper towels, napkins, and tissues?

Paper towels, napkins, and tissues should always be discarded in the trash.

This is true at all state of Missouri facilities. At home, you have additional



Paper towels or napkins cannot be recycled.

options. If the paper product is not bleached, you can compost the towel with your food products. These items break down over time and can be beneficial to your garden.



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Remember These Reuse Tips

Managing Your MOREuse Posts!

MOREuse is a great tool to find and give items without having to use agency or department funds. For MOREuse to be effective, it is important that users keep the status (reserved, transferred, etc.)

current. Managing your posts is simple and will help the MOREuse community know what property you still have or what property you still need.

1. How do you keep track of your posts? After logging in, click on the "Find Property" button. On the next screen click the "My Property" button, which will turn it green. Next, click the "Search" button. If no other filters have been selected this will produce a list of all posts where you were either the "giver" or the "taker".

2. How do I narrow my search? From the "Find Property" screen, make sure the "My Property" button is a green color. Next, click on the "Search by

Status" drop down box and select the status you would like to review, then click the "Search" button. This will produce a list of all of your posts with that status. For example, when selecting a status of "requested," a listing of all of your MOREuse property requests will be produced.

3. Keeping your account current. As you post, it is important to keep your posts current. Once a "wanted" item is obtained, the status of the post needs to be changed to "cancelled".

SEPTEMBER 2020

DOWNLOAD YOUR DEPARTMENT'S RECYCLING FLIER

Missouri Recycles and Buys Recycled
In the past year, Missouri state employees recycled 10,687,191 pounds of material. Missouri state employees also purchased products made from recycled material, including paper products, office supplies, remanufactured printer cartridges, carpet tiles, and cardboard boxes.

Impact of Missouri's Recycling Efforts
Recycling efforts of Missouri state employees helped to:

- Save money:** The State of Missouri saved an estimated \$333,547 through avoiding waste disposal costs and reusing supplies instead of purchasing new.
- Help families in need:** Proceeds from recycling helped to heat the homes of 150 Missouri families enrolled in the Heating Assistance Program.
- 184 billion BTUs of energy saved:** This is equivalent to the annual energy consumption of 2,011 homes.
- Buy Recycled:** \$15,972,984 of recycled-content products purchased.

Dept. of Corrections Recycles:

• Aluminum	• Electronic Scrap	• Printer Cartridges
• Batteries	• Florescent Lamps	• Scrap Metal
• Cardboard	• Mixed Office Paper	• Tin / Steel Cans
• Commercial Materials	• Pallets	
• Cooling Oil	• Plastic	

For additional information, please contact the Dept. of Corrections Interagency Recycling Committee members:

Beth Lambert / 573.526.8489 / Beth.Lambert@doc.mo.gov
Ernie Wren / 573.526.8435 / Ernie.Wren@doc.mo.gov
Jack McCleary / 573.526.5994 / Jack.McCleary@doc.mo.gov

More information can also be found from the annual report by scanning this QR Code.

In the past year, Missouri state employees recycled 10,687,191 pounds of material. Department cooperation with recycling has been the key to this success.

Recycling fliers are now available. These detail what each department recycles. From aluminium to printer cartridges, the state of Missouri recycles a wide range of materials.

A complete list of fliers can be found [here](#). Each department has their own flier, which can be printed and placed within the office.

RECYCLING NEWS

CARPET TILES DIVERTED FROM LANDFILL



Doug Doerhoff (FMDC) lifts a pallet of carpet into a truck that will take it back to be recycled.

During the past year, the state of Missouri recycled approximately 100,000 pounds of carpet tiles. Since July, between 35,000-40,000 pounds were picked up at the Truman and the Employee Security buildings resulting in an avoided landfill cost of at least \$1,000. This added to the fact that FY20 was a record year for carpet recycling.

Facilities Management, Design and Construction (FMDC) led the effort to recover the Truman Building's nearly 40 year old burnt-orange colored tiles for recycling. In all, 20 pallets of carpet were loaded and transported back to the original manufacturer (Interface) to be recycled.

Meet Your MIRC MEMBER

DEBRA GOODMAN

Debra Goodman says the best way to recycle is to keep it simple and to always look for ways to reuse items.

A Missouri Interagency Recycling Committee (MIRC) member since 2005, Goodman has long been committed to recycling, including her previous job with St. Mary's hospital. During her time at St. Mary's, Debra led the effort to get the hospital accredited with Hospitals for a Healthy Environment. Goodman worked at St. Mary's for seven years before obtaining her position at the Army National Guard.

"My role at the National Guard is to manage the day to day operations of the custodial department, which includes meeting the expectations and standards of the Guard. I am always looking for ways to save dollars and still find ways to enhance our services and productivity," Goodman said.

Goodman also knew that recycling was a very important part of the work environment. Taking what she learned while at St. Mary's she began to introduce recycling to the Guard. She also took knowledge gained from MIRC to help program implementation.

"When I arrived at the National Guard there wasn't any recycling of cardboard, cans, bottles, or paper. I asked our command group if I could start a program and they approved. We started out with cardboard only and gradually added



Debra Goodman

other materials. It was quite a challenge in the ever-changing environment to keep people informed about recycling processes. The key was to make it as easy and cost effective as possible," Goodman said.

As the program grew, Goodman was pleased by the reception from her peers.

"Our goal then, and still is, to divert as much material as possible from the landfill. The good thing is there is a large amount of recycling taking place through the Guard that I think people are more aware of now. For example, oils, tires, brass, and so much more," she said.

Goodman is excited to pass down the recycling torch to the next generation upon retirement.

REMEMBER THESE RECYCLING TIPS

HOW DO I RECYCLE PLASTIC BAGS AND PLASTIC FILM?

Did you know?

Plastic bags and film (e.g., water bottle and toilet paper wrap) do not belong in a recycling container.

Why?

Plastic bags get caught up in the sorting machinery during the recycling process and create very expensive problems at recycling facilities.

What should I do with plastic bags?

Most large grocery and retail stores have collection containers where individuals may place plastic bags or film.

More and more plastic bags and film packaging have the "How2Recycle" label that clearly explains whether the packaging can be recycled.

How2Recycle is a non-profit organization that has been working to standardize labeling of consumer product packaging to convey to consumers whether different types of packaging are recyclable.

For more information regarding the How2Recycle [labeling system](#) or to find a drop-off near you click [here](#).



This logo from how2recycle.info shows what label will be on plastic bags and wrap that can be placed in collection bins at designated areas.



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2020 Recycling Champions



Team Champion: **Department of Revenue**

The Missouri Department of Revenue (DOR) recycles at least a truckload of paper and cardboard each month! There is also a noticeable recycling culture within DOR. Recycling containers throughout offices are clearly labeled and staff are kept informed about the recycling rules. Different operations within DOR make the extra effort to recycle unusual things such as metal banding from license plate shipments or paper clips from incoming mail. For many years now the Department of Revenue has been a key partner for the Missouri State Recycling Program.

ABOVE: (l-r) Lynn Kempker, Ivan Soler, Rob Didriksen, Brenda Davis, and Vickie Akin.

RIGHT: (l-r) Sarah Wilhoit, Brad Spraggs, Scott Harper, Ryan Ferrell, Nancy Tennison, Lisa Hopkins, Mike Price, and Rob Didriksen.



Individual Champion: **Nancy Tennison**
Treasurer's Office

For more than 20 years, Nancy Tennison has provided leadership with recycling for the Missouri State Treasurer's Office (STO). As the Interagency Recycling Committee representative for the STO, Nancy always ensures staff in the Treasurer's Office are informed about what can be recycled. Her recycling leadership isn't limited to contracted recycling services, but has also includes making sure STO offices are setup for plastic bag recycling and other unusual items such as CDs and microfilm. Nancy has consistently supported the mission of the Missouri State Recycling Program for many years now.

DECEMBER 2020

CONGRATULATIONS TO OUR QUIZ WINNERS

Last month, we commemorated America Recycles Day with a quiz. We are happy to report that our audience has pristine recycling knowledge. Below you will find the answers to the questions from our "November Recycling News" email.

1. ARD is celebrated every November, but what does the ARD acronym mean?

Answer: America Recycles Day

2. Which item does not belong in a recycling container at work?

Answer: Paper towel

3. What should you do to cardboard when recycling it?

Answer: Flatten it

4. Which two materials are most commonly recycled from Christmas lights?

Answer: Copper and plastic

5. What is the best option to dispose of plastic bags?

Answer: Find a drop-off location

Congratulations to our 10 winners who received a pen made from plastic bottles.

Anita Stanfield, DNR
Victorine Mahon, DOLIR
Donna Foul, DSS
Cassandra Wren, DOR
Lori Cody, DNR
Kathy Scheulen, MDC
June Simonton, SEMA
Julie Jenkins, DSS
Bryan Hartnagel, MoDOT
Richard Sapp, DHSS

Meet Your MIRC MEMBER JACK McCLEARY

Georgia native Jack McCleary has been a good friend and asset to the Missouri State Recycling Program (MSRP) as a Missouri Interagency Recycling Committee (MIRC) member and partner on strategic recycling initiatives. He has helped further the mission of the MSRP by pursuing grants that make it possible to have a greater recycling capacity within the Department of Corrections (DOC).

McCleary has worked for DOC for almost two years as the Grants Administrator in the Research, Planning, and Process Improvement Section under the Office of the Director.

"I am very lucky to work with such an amazing group of people who are all doing great things for the State of Missouri. In the short time I have worked here, it has been exciting to see DOC become a more dynamic, data-driven organization," McCleary stated.

For much of that time, McCleary has been a MIRC member.



Jack McCleary

"I value MIRC because it provides an opportunity to network and learn from my peers in other areas of state government," he stated.

MIRC membership opened up the complexities of recycling beyond the

simplicity that is seen on the outside.

"There are complex, interdependent contracts and relationships at every level that determine what happens to that plastic cup. There are events that occur in China that directly affect what happens to our recyclables here in Missouri. When you take a step back and think about how much waste just one person creates in a year – how many plastic cups, trash bags, grocery bags, etc. – you begin to understand how important it is not just to recycle but also to reduce and reuse,"

McCleary hopes to continue to be an integral part of state recycling solutions.

"Looking to the future, I hope to continue working with the MSRP to create safer, more sustainable work environments," McCleary stated. "There is definitely something beautiful and unique in the landscape here that is worth preserving, which is why the mission of the MSRP is so important."

HOW TO RECYCLE E-WASTE

Non-IT equipment can be recycled too

Did you know state agencies recycle 250,000 pounds of IT equipment and more than 100,000 pounds of non-IT equipment such as microwaves, adding machines, and refrigerators each year? This is accomplished through the e-waste contract where the contractor processes equipment for refurbishment or recycling.

This service is primarily used by the Office of Administration's Information Technology Services Division (ITSD); however, the contractor will accept almost anything that runs on a power cord or battery.

How do I recycle non-IT electronics?

Our current e-waste contractor schedules pickups of IT equipment around the state several times a year. The key is to coordinate with your IT staff to see

about recycling non-IT equipment such as microwaves and adding machines. Reach out to your IT staff to let them know you have equipment you would like to recycle through the e-waste contract. Non-IT equipment, in many instances, can be picked up at the same time as the IT equipment.

RIGHT: E-waste, such as microwaves, refrigerators, adding machines, and calculators can all be recycled.

CALLING RECYCLING NEWS!

If you have any recycling news to share, we want to hear about it.

Email Edward.Lang@oa.mo.gov to tell your story.

